

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

SENATE CLERK THE SENATE

17 AUG 24 PM 4:49

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Sarah Arkin

Employing Office/Committee: Menendez

Travel Expenses Paid by (List all sources): WWICS

Travel Date(s): July 2-8, 2017

Description/Title of Attached Forms: PSTCF (final version); Copy of trip invitation

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission
must be amended with OPR in SH-232.

8/24/17
(Date)


(Signature of Traveler)

Dorsey, Osasu (Ethics)

LEGISLATION OF THE SENATE

From: Arkin, Sarah (Menendez)
Sent: Monday, June 19, 2017 11:44 AM
To: Dorsey, Osasu (Ethics)
Subject: FW: Congressional Staff Delegation Trip to Europe - July 2nd to July 8th
Attachments: Wilson Center travel disclosure.template.pdf

17 AUG 24 PM 4:49

From: Katherine Zublin [<mailto:Katherine.Zublin@wilsoncenter.org>]
Sent: Monday, May 8, 2017 10:38 AM
To: Katherine Zublin <Katherine.Zublin@wilsoncenter.org>
Subject: Congressional Staff Delegation Trip to Europe - July 2nd to July 8th

Good morning FFPF alumni,

We are pleased to offer you the chance to participate in a StaffDel we are planning this summer on the challenges and opportunities in Europe . The itinerary is still in the works, but would look something like this:

Sunday, July 2nd – Depart for Berlin in the evening
Monday, July 3rd- Arrive in Berlin; working dinner
Tuesday, July 4th- Full day of meetings in Berlin with government officials, think-tanks, etc.; fly to Paris that evening
Wednesday, July 5th – Full day of meetings in Paris with U.S. Embassy, government officials; think tanks.
Thursday, July 6th- Depart via train for Brussels. Morning meeting at U.S. law firm on trade and other regulatory issues; afternoon at European Commission/European Parliament
Friday, July 7th- NATO day. Working dinner.
Saturday, July 8th- Depart for Washington DC in the morning

If you would like to apply to attend this trip, please respond to this email with the following information by

Wednesday, May 10th at 5pm:

- Full name (as it appears on your passport)
- Full mailing address
- DOB
- Position and office
- How your work would be impacted by this opportunity

**If you are a current FFPF participant, you must attend 5 of 6 sessions to be able to attend the trip.*

If you have any questions, please do not hesitate to let me know.

Katherine G. Zublin
Congressional Relations Assistant
Office | 202.691.4213



PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Woodrow Wilson International Center for Scholars
2. Description of the trip: Trip for alumni of the Wilson Center Foreign Policy Fellowship Program, focusing on Europe: Challenges and Opportunities in Member States and Brussels
3. Dates of travel: July 2nd to July 8th, 2017
4. Place of travel: Berlin, Germany; Paris, France; Brussels, Belgium
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The trip is wholly organized by the Wilson Center.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached sheet.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached sheet.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$1,758.17	\$1,142	\$586 or less	\$175
<input type="checkbox"/> Actual Amounts	For details see attached	For details see attached	For details see attached	For details see attached

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached sheet.

19. Name and location of hotel or other lodging facility:

Berlin: Eurostars Berlin, Friedrichstraße 99, 10117 Berlin, Germany; Paris: Newhotel Roblin 6 Rue

Chauveau Lagarde, 75008 Paris, France; Brussels: Boulevard Charlemagne 80, 1000 Brussels, Belgium

20. Reason(s) for selecting hotel or other lodging facility:

All hotels were selected based on availability of rate at or under Department of State recommendations,

as well having a central location that would allow us to avoid paying local transportation costs in some

instances.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses are at or below maximum rates set for official Federal Government Travel by the
Department of State.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling from Washington to Berlin by air in coach, from Berlin to Paris by air in coach, from Paris to Brussels by train in coach, from Brussels to Washington by air in coach.

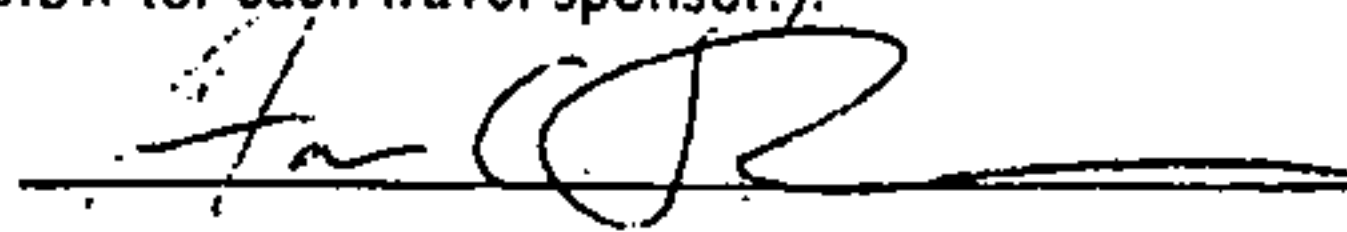
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Aaron Jones, Director of Congressional Relations

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington DC 20004

Telephone Number: 202-691-4140

Fax Number:

E-mail Address: aaron.jones@wilsoncenter.org

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List of Invitees Wilson Foreign Policy Fellowship Program Trip to Europe

July 2-8, 2017

Senate

Name: Adam Farris

Title: Legislative Assistant, Office of Senator James Lankford

Name: Molly Carpenter

Title: Legislative Correspondent, Office of Senator John McCain

Name: Sarah Arkin

Title: Foreign Policy Advisor, Office of Senator Bob Menendez

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**Woodrow Wilson International Center for Scholars
Foreign Policy Fellowship Program
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

2. Description of the trip

This trip is for alumni for the Wilson Center Foreign Policy Fellowship Program. This trip aims to inform participants of the challenges and opportunities in Europe. The trip will allow participants to gain insight on the U.S. relationship with Germany and with France, and some of the challenges each country faces as well as areas where each country is succeeding. For example, we will speak with experts in Germany about their economic model and in France about their counterterrorism efforts and combatting extremism. Additionally, the trip will inform participants on the workings of the European Institutions (specifically through the European External Action Service, the diplomatic arm of the European Union, the European Council, and the European Parliament).

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip is Europe: Challenges and Opportunities. Field visits will include meetings in Berlin on U.S. – German Relations, the German domestic political landscape, the German economic model, the German legislature, and migration issues; in Paris on Franco- U.S. relations, French foreign policy strategy, business opportunities in France under the new administration, and the fight against radicalization in the new age of terrorist threats; in Brussels on the transatlantic relationship, the future of the European institutions, EU-US trade issues, the European legislative process, and NATO: the United States, NATO allies, and partner delegations.

The Carnegie Corporation supports the Wilson Foreign Policy Fellowship Program with a grant, one of several Corporation grants aimed at educating Congressional staffers. The Carnegie Corporation shares the Wilson Center's interest in fostering bipartisanship in Congress, as well as in educating lawmakers on critical foreign policy issues.

The Wilson Center is the sole organizer of the trip. Carnegie Corporation of New York provided a general grant to the Foreign Policy Fellowship Program with no requirement that the funds be used for congressional trips. Therefore, they have not directly or indirectly earmarked funds for this. They have not played a role in choosing participants, selecting the destination, or designing the itinerary.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada



focusing on US-Canadian relations, security, trade and natural resources; two staff trips to New York City focusing on homeland security, a staff trip to Colombia to focus on the FARC negotiations, and a staff trip to Ireland focusing on international cybersecurity policies. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at www.wilsoncenter.org.

18. Reason for selecting the location of the event or trip.

Europe was selected as the general location for the trip given the renewed interest in Europe and the many challenges EU member states are facing as well as the European Union as a whole, which could impact US relations with individual allies as well as the EU. Germany was chosen to highlight the economic might of Europe, to help participants understand the domestic political landscape in the midst of upcoming elections, and to better understand how Germany and Europe are dealing with migration issues. France was selected as a contrast to Germany, to allow participants the chance to see a different perspective on Europe. In addition, France is leading the fight against counterterrorism in Europe and has had to adapt to be able to face new emerging threats. Finally, Brussels is the home to both the EU and NATO, both important organizations with worldwide impact. Here we will visit and learn about both institutions, highlighting transatlantic relations and challenges they face in the future.

Question 16		Transportation Expenses	Lodging Expenses	Meal Expenses	Other expenses
Good faith estimates					
Berlin, Germany		\$1,608.17 for airfare in coach from Washington, DC to Berlin and from Brussels to Washington, DC; \$75 per person one-way coach airfare from Berlin to Paris; \$75 per person one-way coach trainfare from Paris to Brussels	\$200 per person total for 1 night	\$97 or less per day (\$194 total for 2 days) as stipulated by Department of State recommendations	\$20 per person for round trip airport transfer
	Paris, France		\$652 per person total for 2 nights (\$326 per night)	\$138 or less per day (\$138 total for 1 day) as stipulated by Department of State recommendations	\$95 per person for airport transfer to city center, full day of passenger van for travel to and from meeting sites, and transfer to train station from city center
Brussels, Belgium			\$290 per person total for 2 nights (\$145 per night)	\$127 or less per day (\$254 total for two days) as stipulated by Department of State recommendations	\$60 per person for train station transfer, airport transfer, and for 2 days of passenger van for travel to and from meeting sites